**Electronic Labor Redistribution – Initiator Training Invitation**

**Reason for Receiving Email:**
This email is to inform you that your College/Department has identified you as an “Initiator,” in the new Electronic Labor Redistribution (ELR) process. As an “Initiator” you will be the individual who will enter the labor redistribution and submit the change on for approval.

**Project Overview:**
As part of the Efficiency and Effectiveness initiative related to Sponsored Research, Administration and Finance is implementing the ELR form which will be available through Banner Self-Service. The form is scheduled to go-live January 3, 2012.

The electronic labor redistribution (ELR) allows changes to labor expense on-line, will then route electronically for approval and once approved will feed to Banner Finance. The new process eliminates the Payroll department from the routing and input process.

**Initiator Training:**
Center for Learning and Professional Development will be administering the Initiator training which is scheduled for December 6-8, 13-15, 2011 and January 3-6 and 11, 2012. The training is 3 ½ -hours long and will be offered in the mornings (8:00-11:30) and afternoons (1:30-5:00). Initiators must attend training before access to the electronic system will be granted.

We invite you to register for training at the following link below:
[http://training.nmsu.edu/registration/event.php?course=276](http://training.nmsu.edu/registration/event.php?course=276)

Please contact your College/Department Business Manager with any questions related to your role.
For more information on the electronic process please visit the project website at [http://www.nmsu.edu/~spa/ELR_Project.html](http://www.nmsu.edu/~spa/ELR_Project.html)

**Sent on Behalf of the**
Electronic Labor Redistribution Project Team